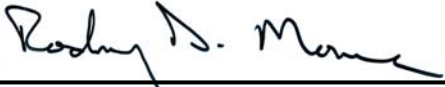


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 2	Number 7	Effective Date 04/30/07	Review Date 2011
Subject UNIFORMED & NON-UNIFORMED SPECIAL ASSIGNMENTS (WITH & WITHOUT PAY)		☒ New Order ☐ Replaces	
References			
 Chief of Police or Designee		04/30/07 Date	

I. PURPOSE

The purpose of this directive is to establish procedures and responsibilities for sworn Department members who may be selected or detailed to a special assignment. These assignments are limited to the Police Officer classification. There are special assignments that may not require the Officer to serve in the formal Police Officer uniform, thus they are referred to as a non-uniform assignment. This policy is not intended to designate eligibility for special assignment pay.

II. POLICY

The Richmond Police Department (RPD) recognizes there are assignments that may require specialized technical and investigative skills or a greater responsibility level than other sworn assignments. This policy defines the categories of special assignment, establishes the Divisions and Units where they are located and defines the associated level of responsibility.

This policy does not establish a separate title classification or promotional ladder for sworn personnel. However, as opportunities in the Department become available, the Department encourages personnel to seek career movement in their area of interest. The Chief of Police, in accordance with Article II of the Pay Ordinance No. 93-117-159 as amended and adopted on May 30, 2006, may grant special assignment pay (operational differential) to sworn officers for those operations which may be deemed eligible based on the specialized functions they perform.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling or disciplinary action is initiated.

IV. DEFINITIONS

This list of defined special assignments is not all inclusive and may change based on departmental need. Officers assigned in these defined categories may work in formal uniform or non-uniform status.

A. DETECTIVE – Not every non-uniformed Police Officer is a Detective, however those non-uniformed Police Officers whose major responsibilities include any of the following are considered Detectives:

1. Conducts criminal investigations with the purpose of securing arrests, search warrants, and criminal prosecution; or,
2. Conducts sensitive investigations of citizen complaints; or,
3. Conducts background investigations for purposes of employment; or,
4. Conducts investigations of wrongdoing of Department members or other government officials.

A Detective is involved in regular interviewing and interrogating of individuals relative to an investigation process or activity; maintains a regular caseload; seeks case investigation closure; and, gathers case intelligence and activity. Detectives, as they relate to this policy, may be assigned to the following Units/Division: Homicide Unit, Precincts, Personnel & Recruitment Division, and Internal Affairs Division.

B. TECHNICIAN – An Officer whose major tasks are dependent upon the operation of tools, equipment or devices (i.e. Forensics, Hit & Run); is involved in the technical (sometimes scientific) review and evaluation of information, data, and tangible items; or, requires formal training in the operation or application of skills required for the assignment.

C. HAZARDOUS ASSIGNMENT – An Officer who may engage in hazardous duty beyond the normal scope of a Police Officer assignment. This Officer serves as a technical expert in the operation, removal or disengagement of hazardous material, equipment and/or situations (i.e. SWAT, Aviation, Bomb Squad).

D. MASTER PATROL OFFICER ASSIGNMENT – An Officer assigned to serve as support to sergeants in the Precincts and the Special Events Division in carrying out their daily duties in the accomplishment of the mission of the Department.

E. TASK FORCE ASSIGNMENT – An Officer detailed to participate in partnership with an external agency in a task force environment. Scope of work involves active criminal investigations. Daily supervision of the RPD employee is the responsibility of the Task Force entity.

- F. DETAIL ASSIGNMENT – A specialized activity in which sworn personnel are called upon to assist with specialized situations. Personnel may be assigned to detail assignments at the discretion of the Chief of Police or designee or may complete applications for vacant positions. Detail assignments vary in length, responsibilities, and required experience; therefore, personnel should refer to Vacancy & Opportunity Bulletins for complete job descriptions.

V. PROCEDURE

A. Selection of Personnel to a special assignment:

1. Once the special assignment vacancy is determined eligible for recruitment as directed and approved by the Chief of Police or designee, it shall be announced on a department-wide basis by the Personnel & Recruitment Division via a Job Vacancy & Opportunity Bulletin. The Chief of Police may exercise his/her discretion to assign personnel based on operational need and organizational efficiency. In some instances, the assignment may be considered a “detail” and will not be included in the competitive recruitment and selection process.
2. Members who wish to apply for a special assignment must meet the minimum qualifications as stated in the vacancy announcement.
3. A sworn employee who qualifies for and desires a special assignment shall submit a professional resume and Part I of the Request for Reassignment form (PD-15) to his/her immediate supervisor. The immediate supervisor shall complete Part II of the Request for Reassignment form (PD-15) and forward the completed package through the chain of command to the Division or Unit with the special assignment vacancy.
4. The releasing Division or Unit Commander or designee shall ensure that the officer’s reassignment package is accurate and complete.
5. Members who wish to apply for the Master Patrol Officer assignment are to refer to General Order 102-10, Master Patrol Officer Program.

B. Selection Committee:

The Division or Unit Commander with the special assignment vacancy shall establish a selection committee to interview members who qualify and apply for a special assignment. The committee will consist of no less than three (3) department members. Committee members may not necessarily have to be assigned to the Division or Unit with the vacancy. The committee members shall interview all qualified applicants for the vacancy and upon conclusion of the interview, forward the applicant ranking materials and recommended candidate(s) to the Chief of Police or designee. The Chief of Police or designee shall make the final decision of the candidate selected for assignment.

C. Special Assignment Pay:

1. The Chief of Police, in accordance with Article II of the Pay Ordinance No. 93-117-159 as amended and adopted on May 30, 2006, may grant special assignment pay (operational differential) to sworn officers for those operations which may be deemed eligible based on the specialized functions they perform.
2. A sworn member may be assigned to a non-uniformed assignment and be deemed not eligible for the special assignment pay (operational differential) based on the assigned functions.
3. The Chief of Police may revise the list of Divisions/Units that may be considered special assignments and any compensation that may accompany such assignment.

D. Divisions/Units of Assignment:

The following divisions/units shall maintain non-uniformed assignments:

1. Office of the Chief of Police:
 - a. Executive Protection Unit
 - b. Internal Affairs Division
2. Precincts:
Precinct Detectives
3. Support Services:
 - a. Major Crimes Division
 - b. Homicide Unit
 - c. Special Investigation Division
4. Administrative Services - Personnel & Recruitment Division:
Background Investigation and Polygraphists

VI. ROLES AND ACCOUNTABILITY

- A. Division or Unit Commander with the special assignment vacancy shall:
1. Request and receive permission from the Chief of Police or designee to advertise the special assignment vacancy;
 2. Complete the Vacancy & Opportunity Bulletin to advertise the respective vacancy, upon permission from the Chief of Police or designee;

3. Identify interview committee members, facilitate and oversee interview process; and,
 4. Ensure that a committee recommendation is forwarded to the Chief of Police or designee upon the completion of the interview.
- B. Officers considering Special Assignments shall:
1. Complete and submit a professional resume and Part I of the Request for Reassignment form (PD-15) to his/her immediate supervisor; and,
 2. Participate in the committee interview for consideration of respective reassignment, if selected.
- C. Immediate Supervisors shall:
1. Complete Part II of the Request for Reassignment form (PD-15); and,
 2. Forward completed reassignment package through channels to the Division or Unit identified in the Vacancy & Opportunity Bulletin.
- D. O-I-C of the Personnel and Recruitment Division or designee shall:
1. Be responsible for the direction and coordination of all personnel actions to support the processes outlined in this policy;
 2. Ensure that Police Personnel Division staff maintains all personnel records and documents necessary to support the reassignment process;
 3. Advertise the identified vacancy to all personnel via the Vacancy & Opportunity Bulletin;
 4. Notify applicants whether selected or not for a special assignment; and,
 5. Compile all completed Personnel Memo Information Forms (PD-162) for submission to the Executive Director.
- E. Executive Director shall:
- Disseminate memorandum addressed to all Police personnel detailing reassignments.
- F. Chief of Police or designee shall:
1. Have the authority to approve or deny requests to advertise for a special assignment vacancy;
 2. Determine final selection of the special assignment vacancy with due consideration of selection committee ranking; and,

3. Complete and submit approved Personnel Memo Information Forms (PD-162) to the Personnel and Recruitment Division via email at: police.personnel@richmondgov.com

VII. FORMS

Vacancy & Opportunity Bulletin

PD-15 (Request for Reassignment)

PD-162 (Personnel Memo Information Forms)